# AGENDA
IUPUI Staff Council  
Wednesday, April 19th, 2017  
2:00 – 4:00 p.m. ~  
Campus Center CE 409

<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
<th>Presenter(s)</th>
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<tbody>
<tr>
<td>2:00 p.m.</td>
<td><strong>Welcome and Call to Order</strong></td>
<td>Jim Klenner, President, <a href="mailto:jklenner@iupui.edu">jklenner@iupui.edu</a></td>
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<tr>
<td>2:05 p.m.</td>
<td><strong>Adoption of the Order of Business for the Day</strong></td>
<td>Jim Klenner</td>
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<td>2:10 p.m.</td>
<td><strong>Update from the Associate Vice Chancellor for Facilities</strong></td>
<td>Emily Wren, Associate Vice Chancellor for Facilities, <a href="mailto:ewren@iupui.edu">ewren@iupui.edu</a></td>
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<tr>
<td>2:25 p.m.</td>
<td><strong>Report from the President</strong></td>
<td>Jim Klenner</td>
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<td>2:35 p.m.</td>
<td><strong>Report from Human Resources Administration</strong></td>
<td>Juletta Toliver, Senior Human Resources Director/Director of Financial Services, <a href="mailto:jtoliver@iupui.edu">jtoliver@iupui.edu</a></td>
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<td>2:45 p.m.</td>
<td><strong>University Club</strong></td>
<td>Marianne Wokeck, Chancellor's Professor of History &amp; Director, Institute for American Thought, <a href="mailto:mwokeck@iupui.edu">mwokeck@iupui.edu</a></td>
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<td>2:55 p.m.</td>
<td><strong>IUPUI Anchor Housing Program</strong></td>
<td>Jennifer Boehm, Assistant Vice Chancellor for the Office of Community Engagement, <a href="mailto:jrboehm@iupui.edu">jrboehm@iupui.edu</a></td>
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<td>3:05 p.m.</td>
<td><strong>Outreach Clinic at the Neighborhood Fellowship Church</strong></td>
<td>Paige Klemme, Student, <a href="mailto:pklemme@imail.iu.edu">pklemme@imail.iu.edu</a> &amp; Madallyn Warner, Student, <a href="mailto:madmwarn@imail.iu.edu">madmwarn@imail.iu.edu</a></td>
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<tr>
<td>3:25 p.m.</td>
<td><strong>Question and Answer Period</strong></td>
<td>Jim Klenner</td>
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<td>3:35 p.m.</td>
<td><strong>Unfinished Business</strong></td>
<td>Jim Klenner</td>
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<tr>
<td>3:45 p.m.</td>
<td><strong>New Business</strong></td>
<td>Jim Klenner</td>
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<tr>
<td>3:55-4:00 p.m.</td>
<td><strong>Final Remarks and Adjournment – Next Meeting: May 17th, 2017 Campus Center CE 405.</strong></td>
<td>Jim Klenner</td>
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## Committee Reports:

**Rewards & Recognition Committee:**  
Rewards and Recognition has not met since last fall when determining the winners of the awards given at the Convocation. The next task for the committee is to handle the internal Staff Council awards. Janet Fulper, chair, plans to reach out to Barb Hanes to discuss how the process was managed last year in the next few weeks since Barb was the chair of the committee last year. The arrangements will be made for a communications plan for later this spring and the committee will be prepared to review nominations in June.
**Staff Development Committee:**
The Staff Development Committee met on April 11th. The group discussed the upcoming mini-conference (Friday, May 26th) and brainstormed ideas for how to best direct speakers and additional breakout sessions. The group also discussed day-off volunteer opportunities. There are several volunteer spots that still need to be filled – if you are interested, please contact Lindsey Mosier at llmosier@iu.edu.

The next meeting is April 26, 2017, from 10 to 11 a.m. Location to be announced.

**Update from Bright Ideas Meeting**

a.) Met with our Bright Ideas rep (Heather) and discussed items we were interested in purchasing for the retreat that could also be used for the health and benefits fair and other giveaways throughout the year. Our rep was going to send an email with all the items we were interested in along with pictures and prices. She is also going to send us some samples.

**Annual Retreat**

a.) Agenda – looked over proposed agenda: need to clarify where ice breaker is on agenda (specifics of ice breaker, making sure we are adding items to the box acct. for the ice breaker) adding in breaks, will we have morning Kahoot questions as well as afternoon? If so, how many? How long are we allotting for these questions? Making sure Wi-Fi is available/maybe have Wi-Fi password printed on the agenda.

b.) Kahoot’s Questions – discussed possible questions, how many questions, making sure we have fun questions (thoughts of incorporating some questions regarding the swag we are handing out), as well as staff council questions and historical trivia questions to tie everything together.

**Other Items?**

a.) Blood Drive – Results: Medical Science - 43 participated 7 deferred 35 donated 2016: 28
Taylor Courtyard - 50 participated 7 deferred 43 donated 2016: 34

**Faculty & Staff Relations Committee:**

1. **Plans and Implementation of Staff Reorganization in Academic Units:** Wokeck spoke of the School of Liberal Arts being under fiscal constraint with enrollment and revenue down. To receive assistance, University Human Resources used the new HR system – HR2020 – to look at departments and their structures to streamline staff usage. The school was found to be inefficient in how departments are run. A pod system has been developed by which staff are grouped by expertise and each department can use staff within the various pods for assistance. The staff and faculty have questions about how this new system is to work. Who supervises the staff and pods? Who sets priorities? Who does performance reviews? How is staff professional development permitted? There is a need for policies or procedures to guide this new function.

   a. Moffett said a challenge could be the job description and compensation. Wokeck said the pods allow for this, but what happened to those staff members who did not make it into pods they applied to?
   b. Miller asked where the pods were located. Wokeck said she did not know, but she did know that if her staff is moved from her area, there will be no one available to manage the flow of visitors into her department. She is located in a remote area with a reception area down a long hallway before reaching any offices.
   c. Westerbeck asked how projects are handled. Do staff see a project through from start to finish?
   d. Idrees asked if the pod method is a systemwide structure. Who does the workflow documents?
   e. Hobson-Prater said satisfaction is key for both the faculty and staff. Faculty know their trajectory (i.e., tenure). Most staff have no career ladder. What do they do if they are not satisfied with their work in the pod? Do they leave the pod? In addition, what do staff do who are in cubicles and need to have confidential conversations. Are there areas they can go to?
   f. Are the pods for the School of Liberal Arts only? Wokeck believes the pod method will be used at other schools as well in the future.
   g. Wokeck suggested that at the next meeting, someone from HR2020 be invited to the meeting to discuss the pod method and address the questions asked today.

2. **New Business:**

   a. Building Codes: Murphy is the chair of the Campus Planning Committee. The committee was asked to look at navigation around campus. They spoke with Emily Wren, associate vice chancellor for facilities, who said that the using of the two-digit building code is going away. IUPUI is the only campus that still uses them. Instead, everyone should begin using full building names (although CFS will still use the two-digit code on forms). People need to know where they are going on campus and what buildings are named. Campus visitors are confused by the codes. Wren is talking about building a phone app to help with navigation. The committee felt that people would not know to download an app, the app would be hard to see outside due to screen glare, and visitors should not have to download an app to get where they are going. Many felt regular signage and directional signage would be better. Another idea was to use quadrants (like some universities and the Indianapolis downtown does) or colors to help with directions. Nguyen suggested digital signage. Wokeck serves on the Welcoming Campus Committee and will take this information to them for their information. Daniels-Howell suggested that Wren speak to the Staff Council and Faculty Council on a regular basis with information on how signage is being improved. Since Wren already meets with the Staff Council, they could convey the information to the Faculty Council.

3. **Next Steps:**

   a. The next meeting is April 26, 2017, from 10 to 11 a.m. Location to be announced.
   b. Invite someone from HR2020 to talk about the pod method and address questions raised at this meeting.
   c. Coordinate with the Staff Council on reports by Emily Wren on campus signage. Report information to the Faculty Council.
   d. Use IU Box to disseminate information to the committee.